



CALVIN C. REMINGTON
Interim Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(562) 940-2501



August 18, 2016

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6401605 FOR EDUCATIONAL PATHWAYS AND VOCATIONAL OPPORTUNITY SERVICES UNDER THE YOUTHFUL OFFENDER BLOCK GRANT (YOBG)

This is Addendum One - Request for Proposals for Educational Pathways and Vocational Opportunity Services under the Youthful Offender Block Grant (YOBG) (RFP # 6401605), which was released on July 29, 2016. This Addendum contains responses to written questions that were submitted prior to the August 15, 2016, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":
<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>

Los Angeles County Probation:
<http://probation.lacounty.gov/wps/portal/probation/work>

Proposals are due on Friday, September 9, 2016 12:00 p.m., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tasha Howard".

Tasha Howard, Director
Contracts & Grants Management Division

**EDUCATIONAL PATHWAYS AND VOCATIONAL OPPORTUNITY SERVICES UNDER
THE YOUTHFUL OFFENDER BLOCK GRANT (YOBG) - RFP #6401605
QUESTIONS**

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| 1. | Question | The County plans to award three (3) contracts. (RFP pg. 1, 2 nd paragraph) What is the total funding available? |
| | Answer | \$ 340,000 per Contract |
| 2. | Question | <p>The County anticipates making approximately seventy five (75) referrals annually. (RFP pg. 4, Item 2.1, last paragraph)</p> <p>a. What is the estimated minimum number of participants required to be served under each contract for the contract period of award?</p> <p>b. Of the seventy-five (75) annual referrals, when will referrals take place and will they be provided with enough time to complete activities within the contract period?</p> <p>c. What is the estimated number of the 75 total annual referrals to be under the age of 16 years of age?</p> |
| | Answer | <p>a. 75</p> <p>b. The referrals will commence upon contract implementation, as youth have need for the services and meet the requirements for referral. The County will control referrals and provide time to deliver services within the contract period.</p> <p>c. The majority of the referrals are for youth 16 years and older in order to comply with work permit requirements.</p> |
| 3. | Question | The Contractor may be required to provide services on County recognized holidays. (RFP pg. 5, Item 2.2.3) Is the requirement to provide services Monday through Saturday and on recognized County holiday's firm or is there flexibility based on need and number of referrals? |
| | Answer | The requirement is to provide services Monday through Saturday and may be required to provide services on County recognized holidays. |
| 4. | Question | <p>The Contractor shall provide services on a fee-for-service basis for the following modules. (SOW pg. 1, item 1.2)</p> <p>a. Are all the Modules of services to be provided to all participants sequentially as listed in the SOW?</p> <p>b. Based on when referrals are made to the Contractor (early up front or staggered throughout the contract period), are all participants expected to complete all four (4) modules within the contract period of award or will carry-over of participants be allowed into the second year contract period in those cases the contract is extended a second year?</p> |
| | Answer | <p>a. Yes</p> <p>b. They can be carried over to the second year contract should the contract be extended</p> |

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| 5. | Question | Module 1: Individualized Educational/Vocational Eligibility Assessment (SOW pg. 2, item 2.1.2) What are some sample assessment instruments already validated by the County? |
| | Answer | Some sample assessments include the Basic Achievement Skills Inventory Assessment and the Northwest Evaluation Assessment. |
| 6. | Question | Paragraph 3.5, Page 6 of the RFP, Proposer must demonstrate a minimum of two (2) years' experience, within the last three (3) years, in the administration of Federal, State, County or City Contract. Are we eligible if we are subcontracted through a Los Angeles County agency who receives the state contracts? |
| | Answer | No |
| 7. | Question | I am a Grant Writer that is working with more than one organization that is interested in applying. Can I represent more than one organization at the conference as a Grant Writer? |
| | Answer | Yes |
| 8. | Question | On page 4, Section 2.1 Statement of Work, the RFP states that "The County anticipated making approximately seventy-five (75) referrals annually." a. Please clarify if this is 75 referrals per cluster? b. Can you share with us the number of actual referrals that were made by the County per cluster during the last contract year? |
| | Answer | a. Yes b. Data is not available as stated. |
| 9. | Question | On page 33, Section 7.9 Cost Proposal Format, Proposer's are required to submit Exhibit 11 (pricing sheet). a. Do we also need to submit with our Cost Proposal a detailed budget and narrative that supports the pricing sheet (Exhibit 11)? b. If Proposer's are required to provide a detailed budget and narrative, do we need to provide separate budgets and narratives for each module/service area? |
| | Answer | a. No b. Budgets and narratives are not required |

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| 10. | Question | <p>On page 26, Section 7.8.1 The content and sequence of the Business Proposal Format.</p> <p>a. Should the Proposer include the Proposer's Organization Questionnaire/Affidavit be placed ahead of the table of contents as indicated here or as part of Section F (Business Proposal Required Forms) – Exhibit 1 as indicated on page 32?</p> <p>b. Similarly, should Proposer's include Exhibits 2 (Contractor References),3 (List of Contracts), and 4 (List of Terminated Contracts) with section B.2 as indicated on page 28-29 or as part of Section F (Business Proposal Required Forms)?</p> |
| | Answer | <p>a. Either Section is acceptable</p> <p>b. Either Section is acceptable</p> |
| 11. | Question | <p>On page 25, Section 7.7 Preparation of the Proposal</p> <p>a. Are there any page limits to consider when submitting our responses to Sections A, B, C, or D.</p> <p>b. Are there any requirements with regards font, margins, etc.?</p> |
| | Answer | <p>a. No</p> <p>b. No</p> |